

Recovery and Innovation Grant Scheme Assessment Process

The assessment process set out in this document will be used by SEMLEP to assess all Recovery and Innovation grant applications.

Stage 1: Gateway

Criteria	Assessment
<p>1. Application is complete</p> <ul style="list-style-type: none"> • Completed application form • Proof of company registration/UTR/Partnership/charity number. • A copy of the company's most recent filed accounts (or more recent draft accounts if appropriate). • Proof of link to the Central Bedfordshire Local Authority Area. • Completed Subsidy Control form. • A self-declaration from the business confirming the product or service (and process, if applicable) is new to the market/business. • 3 comparative quotes for each item of expenditure. • Procurement brief for individual capital items valued at £25,000 (ex VAT) or more. • Front page of a recent (within 3 months) bank statement for the business's bank account, showing account name, number and sort code. 	<p style="text-align: center;">Pass/Fail</p> <p>Projects must pass all gateway criteria to be considered for selection.</p> <p>Failure to adequately demonstrate one or more of these criteria will result in project rejection.</p>
<p>2. Applying enterprise is eligible</p> <ul style="list-style-type: none"> • An SME. • Trading or engaged in business activity. • Not in liquidation, dissolved, struck off or subject to a striking-off notice. • Not an undertaking in difficulty. 	
<p>3. Applying enterprise has been negatively affected by the Covid-19 pandemic.</p>	
<p>4. Grant project will result in at least one new FTE per £10,000 grant applied for.</p>	
<p>5. Grant project proposal will help the enterprise become more innovative, specifically by helping bring a new product or service to the business or the market, or a new proceed to the business.</p>	
<p>6. Grant project will be delivered (including all expenditure incurred) by 25 March 2022.</p>	

Stage 2: Scoring

Criteria	Example evidence of meeting the criteria	Assessment
This is non-exhaustive and other evidence may be provided and considered as part of the assessment		
<p>1. Level of impact the Covid-19 pandemic has had on the enterprise</p>	<p>The Recovery and Innovation Grant Scheme aims to support businesses severely impacted by coronavirus restrictions and the rise of the Omicron variant.</p> <p>Applications are likely to score higher where they demonstrated some or all the following:</p> <ul style="list-style-type: none"> • A significant drop in turnover and/or profit across large periods of the last two years. • A considerable drop in number and/or value of sales/orders/bookings during the last two years and/or going forward. • Major issues with the cost/availability of materials during the last two years and perhaps at present. • Considerable difficulty retaining and/or recruiting staff as the business is recovering. • Other impacts the pandemic has had on the business. 	<p>Each sub-criteria is given a mark out of 5. This is converted to a percentage score.</p> <p>Projects must score a minimum of 50% to be shortlisted.</p>
<p>2. The extent to which the grant project will lead to recovery</p>	<p>This grant scheme is designed to aid growth and recovery.</p> <p>As a minimum, projects will need to provide details of at least one new full-time job per £10,000 grant which will be created as a result of the project</p> <p>Applications are likely to be scored higher where additional growth resulting from the grant project is detailed.</p>	
<p>3. The extent to which the grant project will lead to innovation</p>	<p>The grant funding must help the funded enterprise to become more innovative.</p> <p>Applications be scored on their well developed and credible plans that detail:</p> <ul style="list-style-type: none"> • The new product being brought to the business • The new product being brought to the market • The new service being brought to the business • The new service being brought to the market • The new process being brought to the business <p>Scoring will be weighted, with new products/services to the market scoring higher and new processes not associated with a new product/service lower. Process innovation alongside a new product/service will score high.</p>	

Stage 3: Selection

Projects that progress through the Gateway and are scored will be grouped into four bands:

- **Band A:** Projects which score 80% or more in each of the three criteria.
- **Band B:** Projects which score 80% or more on average across all three criteria.
- **Band C:** Projects which score 50% or more in each of the three criteria.
- **Band D:** Projects which score 50% or more on average across all three criteria.

The Independent Assessment Panel will initially consider each proposal in Band A, in the order that they were received, against the aims of the grant scheme and take a final decision. Where there is not enough funding to cover every approved project within Band A, the applications received first will be successful.

Should the funding not be all allocated to projects in Band A, the Independent Assessment Panel will move onto Band B projects, again considering them in the order that they were received, against the aims of the grant scheme. Where there is not enough funding to cover every approved project within Band B, the applications received first will be successful.

This process will be repeated for Bands C and then D, should funding allow.